

Fiscal Year 2006 Application Form

for

Centennial Clean Water Fund (Centennial)

**Federal Clean Water Act Section 319
Nonpoint Source Fund**

**Washington State Water Pollution Control
Revolving Fund (SRF)**

Financial Assistance

**Please do not complete this application without
first reading the Application Instructions.**

*Carefully following the Application Instructions is critical to
completing a successful application and will help determine
the priority and eligibility of funding for projects.*

The Application Instructions immediately follow Part 3 of the Application.

This FY 2006 Application Form and other resources needed can be found at:

<http://www.ecy.wa.gov/programs/wq/funding/2006/index.htm>

FY 2006 Water Quality Financial Assistance Application - Part 1



Fiscal Year 2006 Funding Application
Centennial Clean Water Fund (Centennial)
Federal Clean Water Act Section 319
Nonpoint Source Fund
Washington State Water Pollution Control
Revolving Fund (SRF)

ECOLOGY USE

Application no. _____

Application Instructions are attached after Part 3

1. PROJECT TITLE: (Five words or less)

2. APPLICANT NAME: (Public body or private not-for-profit group per IRS 501 (C) (3))	3. FEDERAL IDENTIFICATION NO:
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4. APPLICANT SIGNATORY: (The person whose name is listed here must sign Box 12 of this application.)	
Name:	
Title:	Telephone Number:
Address:	

5. APPLICANT STAFF CONTACT:		
Name:		
Title:	Telephone Number:	E-Mail Address:
Address:		

6. PROJECT INFORMATION:	
What is the population in the PROJECT area? _____	
Is the PROJECT located in a basin with salmonid stocks listed as threatened or endangered in accordance with the Endangered Species Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the PROJECT statewide?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If NO, list county(ies), Water Resource Inventory Area designation(s), Legislative district(s), and Congressional district(s) where at least five percent of the PROJECT will be accomplished BELOW.</i>	

The total of each separate designation (County, Legislative District, Congressional District, and WRIA) must equal 100%.

County(ies) for the Project:	
Name	Percent

State Legislative District(s) for the Project:			
	Number	Percent	

Congressional District(s) for the Project:			
	Number	Percent	

Water Resource Inventory Area(s) for the Project:			
	Number	Percent	

If you need this form in an alternate format, please contact us at 360-407-6502 (voice) or (for the speech and hearing impaired) at 711 or 1-800-833-6388 (TTY).

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Provide the following geographic location information for your project. The longitude and latitude of various project sites and maps can be obtained with information provided in the *Application Instructions*. For projects where there is not a discrete location (e.g., area-wide public education and communication project), use the central point within the project boundary (polygon) for the location.

NOTE	Latitude/Longitude	Site 1	Site 2	Site 3	POLYGON NW-NE-SW-SE-CENTER
<p>We are asking you for up to five (5) map coordinates to form "polygon(s)" of up to three (3) sites that your proposed project will target.</p> <p>(See Application Instructions for more detail, sources of maps, and latitude and longitude information.)</p>	Latitude: (e.g., 45.3530)				Most northwest map points
	Longitude: (e.g., 120.4510)				
	Latitude: (e.g., 45.3530)				Most northeast map points
	Longitude: (e.g., 120.4510)				
	Latitude: (e.g., 45.3530)				Most southwest map points
	Longitude: (e.g., 120.4510)				
	Latitude: (e.g., 45.3530)				Most southeast map points
	Longitude: (e.g., 120.4510)				
	Latitude: (e.g., 45.3530)				Center of polygon
	Longitude: (e.g., 120.4510)				

7. PROJECT DURATION: (See Application Instructions)

Anticipated Start Date: _____

Project Length: _____ months

Anticipated Project Completion Date: _____

For Water Pollution Control Facility Construction projects, indicate the anticipated Initiation of Operation Date: _____

8. PROJECT TYPE:

8a. For all projects, note: To complete the answers in 8a., use *Washington's Water Quality Management Plan to Control Nonpoint Source Pollution, Volume 1 - Water Quality Summaries for Watersheds in Washington State, August 2004, (Nonpoint Source Plan, Volume 1)*, at: http://www.ecy.wa.gov/programs/wq/nonpoint/nps_plan.html#plan_voll

Water body directly affected: (List all, including segment, reach, etc.)

or

Statewide ☐

Is water body listed on the Clean Water Act, Section 303(d) List as impaired? Yes ☐ No ☐

If yes, what is the 303(d) listing identification? _____

Type(s) of water bodies that the proposal targets (check all targeted):

- ☐ Freshwater rivers
- ☐ Freshwater lakes
- ☐ Freshwater wetlands
- ☐ Ground water
- ☐ Direct marine water
- ☐ Saltwater estuary
- ☐ Other (specify) _____

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Type of target the proposed project addresses (check all targeted):

- ☐ Wastewater treatment plant needs
- ☐ Water reclamation and reuse
- ☐ Stormwater pollutant control needs
- ☐ Best management practices (specify) _____
- ☐ Riparian restoration
- ☐ Endangered salmonids
- ☐ Threatened salmonids
- ☐ Other Endangered Species Act protected species (identify) _____
- ☐ Commercial shellfish habitat
- ☐ Recreational shellfish habitat
- ☐ Pollutant control of impaired domestic water supply
- ☐ Public health needs (public health emergency or severe public health hazard)
- ☐ Public education and communication
- ☐ Other (specify) _____

8b. For Water Pollution Control *ACTIVITY* projects only:

If your project proposal is primarily doing planning, please check and complete 8b(i).

8b(i). ☐ **Planning project to target:** (check all that are applicable and describe in Part 2)

- ☐ Clean Water Act, Section 303(d)-listed problem area (see “303(d)-listed Problem Areas” in the *Nonpoint Source Plan, Volume 1* at: http://www.ecy.wa.gov/programs/wq/nonpoint/nps_plan.html#plan_vol1)

- ☐ Ground water quality
- ☐ Surface water quantity
- ☐ Air quality from wind-blown dust
- ☐ Public health
- ☐ Commercial shellfish beds
- ☐ Recreational shellfish beds
- ☐ Domestic water supply
- ☐ Salmonid stock status
- ☐ Public education and communication
- ☐ Other

If your project proposal is primarily targeting “Implementation,” please check and complete 8b(ii).

8b(ii). ☐ **Implementation project**

In the space provided below and using the list of “Water Quality Programs” listed in the *Nonpoint Source Plan, Volume 1* (see **Note** under 8a. above) for your Water Resource Inventory Area (WRIA), identify the “**program(s)**” and/or “**plan(s)**”:

- ☐ My approved program or plan is *not* listed in the *Nonpoint Source Plan, Volume 1*.

Its title is: _____
_____ and, per Application Instructions, Bill Hashim was contacted on: _____ (Date)

Will the proposed project *itself result* in a load reduction of Nitrogen, and/or Phosphorus, and/or Sediment? ☐ Yes ☐ No

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If yes, please check below. **NOTE:** The recipient of financial assistance will be responsible for reporting the annual load reduction results.

Nutrient and sediment levels (including, but not limited to):

Nitrogen	<input type="checkbox"/>
Phosphorus	<input type="checkbox"/>
Sediment	<input type="checkbox"/>

Will the proposed project target reduction of other constituents not listed above? ☐ Yes ☐ No

If yes, please check below:

The proposed project will target reduction of:

Total Coliform	<input type="checkbox"/>
Fecal Coliform	<input type="checkbox"/>
Others?	<input type="checkbox"/>

Please list: _____

Does your project involve riparian restoration? ☐ Yes ☐ No

If yes, please check those riparian values that can be demonstrated as measurably improved (quantitatively):

Shade	<input type="checkbox"/>
Bank stability	<input type="checkbox"/>
Organic litter	<input type="checkbox"/>
Large woody debris	<input type="checkbox"/>
Other (list)	<input type="checkbox"/>

8c. For Water Pollution Control *FACILITY* projects only:

Check only **one** of the six (6) boxes below that represents the present proposal, but complete **all** prerequisite planning dates and include attachments noted.

Proposal to obtain financial assistance for:	Prerequisite planning approval dates:
<input type="checkbox"/> Combined comprehensive or general sewer or stormwater plan with a facilities plan	Provide the date of the approved comprehensive plan that identifies the need for your project. Date of Ecology Approval: _____ (attach a copy of approval letter)
<input type="checkbox"/> Site specific facility planning (Step 1)	Provide the date of the approved comprehensive plan that identifies the need for your project. Date of Ecology Approval: _____ (attach a copy of approval letter)
<input type="checkbox"/> Design (Step 2)	Provide the date of the approved facilities plan ¹ and any amendments. Date of Ecology Approval: _____ (attach a copy of approval letter)
<input type="checkbox"/> Construction (Step 3)	Provide the date of the approved plans and specifications and any addenda. Date of Ecology Approval: _____ (attach a copy of approval letter)
<input type="checkbox"/> Design and construction (Step 4)	Provide the date of the approved facilities plan and any addenda. Date of Ecology Approval: _____ (attach a copy of approval letter)
<input type="checkbox"/> Alternative contracting/service agreement	Provide the date of the approved facilities plan, engineering report ² , or general sewer plan and any addenda. Date approved: _____ (attach a copy of approval letter and other alternative contracting/service agreement documentation)

¹ Site specific planning documents must be approved as "facilities plans"; plans approved as "engineering reports" will not suffice.

² If an engineering report or general sewer plan is submitted, a facilities plan must subsequently be submitted and approved.

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<p>Do you have an Ecology permit for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>For wastewater facilities, provide information on effluent limits:</p>	<p>If yes, provide permit number: _____</p> <p>BOD: _____ mg/l TSS: _____ mg/l</p>
<p>For domestic wastewater and stormwater construction projects, provide the following:</p> <p>Is a financial hardship assistance loan and/or grant being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, a Financial Hardship Analysis Form must be included with this application. (See the <i>FY 2006 Supplemental Guidelines</i>, pg. 6, for more information.)</p>	
<p>9. REFINANCE: (Water Pollution Control Facility Projects only)</p>	
<p>If this is an application for interim or standard refinance, please mark the appropriate box. <input type="checkbox"/> Interim <input type="checkbox"/> Standard</p> <p>If this is a standard refinance project, complete Part 3 of this application form along with Part 1 (you do not need to complete Part 2). If this is an interim refinance project, you need complete only Parts 1 and 2. If the standard refinance box is checked, attach a copy of the Declaration of Construction of Water Pollution Control Facilities.</p>	
<p>10. FUNDING REQUEST: (Identify the amount of funding requested to complete your project.)</p>	
<p>Facilities projects (including planning, design, and construction) are eligible for <u>loan funds only</u>.</p>	
<p><i>Cross check for consistency with costs and requests in Part 2, Question 11, "Budget"</i></p>	<p>Project Amount & Terms:</p>
<p>Total Project Cost This amount represents the full cost of the project.</p>	<p>\$ _____</p>
<p>Eligible Project Cost This amount represents that portion of the project cost that is eligible for Ecology grant or loan assistance.</p>	<p>\$ _____</p>
<p>Ecology Grant Request (Activity Projects Only) This amount represents the Ecology grant request at 75 percent (0.75 multiplied by the total eligible project cost) for an activity project. Please note project ceiling amounts and match requirements. Refer to the <i>FY 2005 Funding Guidelines</i>, Volume 1, Chapter 7, pages 29-41.</p>	<p>\$ _____</p>
<p>Ecology Loan Request (Activity or Facility Projects) This amount represents the Ecology loan request, up to 100 percent of the eligible project cost. Refer to the <i>FY 2005 Funding Guidelines</i>, Volume 1 Chapter 8, Page 44, for loan term and interest rate options.</p>	<p>\$ _____</p> <p>Term: _____ years</p> <p>Interest rate: _____%</p>
<p>Federal Funds in Project (Activity Projects Only) Identify any source(s) of federal funds anticipated to complete the project.</p> <div style="margin-left: 200px;"> Federal agency _____ Federal agency _____ Federal agency _____ </div>	<p>Amount requested (or to be requested) from these agencies:</p> <div style="margin-left: 20px;"> \$ _____ \$ _____ \$ _____ </div>
<p>If grant funds are not offered for your project, would you accept loan funds for part or all of the eligible project cost? (Answers will not affect your grant request priority.)</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If yes, indicate the total amount of Ecology loan funds you would accept, the loan term, and the interest rate. Refer to the <i>FY 2005 Funding Guidelines</i>, Volume 1, Chapter 8, page 44 for loan term and interest rate options.</p>	<p>\$ _____</p> <p>Term: _____ years</p> <p>Interest rate: _____%</p>

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11. PROJECT SUMMARY: (50 words or less)

12. APPLICATION CERTIFICATION:

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE LEGALLY AUTHORIZED SIGNATORY OR DESIGNEE FOR THE SUBMITTAL OF THIS INFORMATION ON BEHALF OF THE APPLICANT.

Printed Name

Signature

Title

Date

13. APPLICATION SUBMITTAL INFORMATION:

Send one original (containing an original signature) and four copies of the entire application package to:

U.S. Postal Mailing Address:

Department of Ecology
Water Quality Program
Financial Management Section
P.O. Box 47600
Olympia, WA 98504-7600

Overnight Mail or Hand Delivery Address:

Department of Ecology
Water Quality Program
Financial Management Section
300 Desmond Drive
Lacey, WA 98503

Applications must be received at the Department of Ecology (Lacey Headquarters Office) no later than 5:00 p.m. on Tuesday, November 1, 2004. Facsimile or electronic delivery of applications will NOT be accepted.

You must submit:

- One (1) signed original, and
- Four (4) copies.
- To help Ecology process your application, PLEASE ALSO send Part 1 of the application in MS Word or compatible format via floppy disk (or CD) along with your paper submittal. Disks should be marked with the Project Title and Applicant Name. Disks will only be used by Ecology, and only for processing your application.

To verify delivery of the application by the deadline, consider using return receipt mail.

THIS CONCLUDES PART 1

FY 2006 Water Quality Financial Assistance Application - Part 2

Throughout the application, the project must directly address the problem causing the water quality impairment(s). The maximum number of priority points possible and considerations that evaluators will use to assign priority points are listed in the Application Instructions.

Summary of Problem and Solution

- 1. Summarize the overall water quality problem and how it will be solved or addressed by the project.**
Provide a map of the general area and a sketch of the project area on the map. For an example, see the Application Instructions. (Limit your answer to one page or less.)

Describe the problem and solution:

What specific public health and water quality threats or impairments are being caused by the water quality problem?

Special Public Health Hazard Determination (rare circumstances) Respond to Question 2 only if there is a documented public health emergency or hazard as described in the question.

2. Is the public presently exposed to unrestricted contact with inadequately treated surfacing septage or raw sewage in a widespread area of human habitation (throughout a substantial portion of a town, city, tribal reservation, etc.) that places the remainder of the area or community in a significant or unacceptable health risk?
☐ Yes ☐ No

Note: If you believe the Answer to Question 2 is "Yes", see Application Instructions for necessary guidance before you check and describe any of the following:

- ☐ "Public Health Emergency" declared by the State Department of Health
- ☐ "Severe Public Health Hazard" declared by the State Department of Health
- ☐ "Severe Public Health Hazard" declared by the local health department

Describe the emergency or hazard:

Regardless of the determination above, please continue to answer all questions.

FY 2006 Water Quality Financial Assistance Application - Part 2

Impairments or Imminent Threats of Impairment to Water Quality Standards and Designated Uses

Check those designated use impairments that are applicable to the proposed water body. Include a clear explanation regarding the water quality standards and specific designated uses that **are, or are in imminent jeopardy of**, being impaired. To receive points, the problem and solution must be directly linked to the impairment or imminent threat and be directly addressed by the proposed project.

For Questions 3 through 6, check and describe all impairments, violations, or imminent threats that are a direct result of the stated water quality problem(s). Please refer to the Application Instructions for the: definition of “Imminent Threats of Impairment,” evaluation criteria, points available, additional resources available to applicants, etc.

SPECIAL NOTE: Answer *up to* three of the following four questions (Questions 3 through 6). See Application Instructions.

3. Drinking Water Quality Standards Impairments or Imminent Threats of Impairment

- ☐ According to state and/or local health department(s), the water body has “significant exceeded limits” for drinking water quality standards.
- ☐ Recurrent or continued health advisories have been issued by state and/or local health department(s).
- ☐ There is a documented trend toward advisory status or noncompliance.

Describe the impairment(s) or imminent threat(s) that support checked category above:

4. Aquatic Habitat Impairments or Imminent Threat of Impairments

- ☐ Affects habitat of endangered or threatened salmonid stocks and/or other aquatic species.
- ☐ Addresses “Limiting Factor(s)” identified in a “Limiting Factors Analysis” approved by the Conservation Commission.
- ☐ Addresses “Solutions” identified in the *Statewide Strategy to Recover Salmon*.
- ☐ Impairs habitat of aquatic species that are not known to be threatened or endangered.

Describe the habitat impairment(s) or imminent threat(s) of impairment that support checked category above:

FY 2006 Water Quality Financial Assistance Application - Part 2

5. Impairments or Imminent Threat of Impairments of Public Recreational and Commercial Shellfish Harvesting Areas

- ☐ The classification of a shellfish harvesting area within the proposed project area has been downgraded.
- ☐ The shellfish harvesting area's classification is conditionally approved, restricted, or prohibited.
- ☐ The State of Washington Department of Health (DOH) did not classify the area because preliminary data indicated the classification would be prohibited.
- ☐ A shellfish harvesting area within the proposed project area has been placed on the DOH's Early Warning System Threatened List.

Describe the recreational or shellfish harvesting impairment(s) or imminent threat(s) of impairment that support checked category above, and attach orders and/or other written confirmation from DOH:

6. Other Designated Use Impairments or Threats of Impairments *(Identify and explain in accordance with Application Instructions.)*

Designated use(s) are impaired or imminently threatened for:

- ☐ Swimming or water skiing
- ☐ Sport fishing
- ☐ Water quality impairments of fish migration
- ☐ Boating
- ☐ Aesthetic enjoyment
- ☐ Livestock water source that is presently functioning
- ☐ Irrigation water

Describe specific impairment(s):

7. Total Maximum Daily Load (TMDL) Development or Implementation or Clean Water Act, Category 4b (Cat. 4b.) Pollution Control Plan Projects *(Check ONLY THE BOX that best describes the stage the proposed project fits in the TMDL or Pollution Control Plan process. Describe below the checked area.)*

FY 2006 Water Quality Financial Assistance Application - Part 2

7. A. TMDL Projects

- ☐ The proposed project will substantially assist initial TMDL development.
- ☐ The proposed project will implement early action activities or recommendations that will be identified in a TMDL that has not yet been approved.
- ☐ The proposed project implements early action activities or recommendations outlined in an approved TMDL for which a Detailed Implementation Plan has not been developed.
- ☐ The proposed project will provide site-specific source identification monitoring for an approved TMDL or will implement actions or activities identified in a completed TMDL Detailed Implementation Plan.

7. B. Clean Water Act, Category 4b (Cat. 4b.) Pollution Control Plan Projects

- ☐ The proposed project will substantially assist initial development or source identification monitoring for a Pollution Control Plan that will ultimately meet the criteria for Cat. 4b. in the state Water Quality Assessment.
- ☐ The proposed project implements pollution source control actions identified in a Pollution Control Plan that meets the criteria for Cat. 4b. in the state Water Quality Assessment.

Name of TMDL or Clean Water Act, Category 4b Water Pollution Control Plan:

NOTE: Evaluators will be consulting with Ecology TMDL leads and other staff closely as they consider information provided. Therefore, ALL APPLICANTS with TMDL or Cat.4b related projects:

Indicate all of the following milestones you have achieved to date:

- An advisory committee has been formed and is meeting regularly to provide input to the TMDL or Cat. 4b. Plan. Committee meetings began on _____.
- TMDL or Cat. 4b. data assessment efforts began on _____.
- TMDL or Cat. 4b. wasteload and/or load allocations have been determined.
- All monitoring and assessment work was completed on _____.
- A committee to develop a Summary Implementation Strategy has been convened. Summary Implementation Strategy efforts began on _____.
- A TMDL or Cat. 4b. submittal report has been completed and was submitted for approval on _____.
- EPA approval for the TMDL or Cat. 4b. was given on _____.

FY 2006 Water Quality Financial Assistance Application - Part 2

- A committee has been convened to develop a Detailed Implementation Plan. Detailed Implementation Plan efforts began on _____.
- The Detailed Implementation Plan was completed on _____. (*Attach only the portion of the Detailed Implementation Plan or Cat. 4b. Plan that applies to your proposal*) (see Application Instructions)

How does your proposed project address the water quality problem and what are your measures of success? Water quality goals, outcomes, and milestones you will achieve or address.

8. Check one or more of the water quality goals that will be directly addressed by the proposed project, complete one of the sentences below include waterbodies affected. Water quality goals are:

- A. ☐ “Severe Public Health Hazard” or “Public Health Emergency” eliminated.
- B. ☐ Designated uses restored or protected, 303(d)-listed water bodies restored to water quality standards, or healthy waters kept from being degraded.
- C. ☐ Regulatory compliance with a consent decree, compliance order, TMDL, wasteload allocation, etc.

*Applicants **must** complete one (or more) of the following corresponding sentences:*

- A. Untreated surfacing septic tank effluent from ___ homes throughout the (city, town, district, reservation) of _____ will be eliminated when the wastewater treatment plant is constructed.
- B. All designated uses of the _____ (water body) will ultimately (choose one) be:
_____ restored, or
_____ (if imminently threatened) protected from being listed on the 303(d) List as impaired.
- C. Discharge standards required by Ecology Permit WA00 _____ for the _____ (name of water body) will be achieved.

9. Describe the qualitative *and* quantitative water quality project outcomes expected as a result of the activities you will complete in this project.

Describe the water quality project outcomes (see Application Instructions for examples):

10. Identify and describe the Water Quality Project Milestones that will measurably lead to achieving the water quality goal(s).

Describe the Water Quality Project Milestones (see Application Instructions for examples):

FY 2006 Water Quality Financial Assistance Application - Part 2

Project Scope of Work and Management Team

11. Outline and explain the tasks, including activities, objectives and milestones (referred to in the financial assistance agreement as “required performance”) needed to address the water quality problem(s) in a timely manner.

Use the format shown in the Application Instructions. Include Task 1- Project administration, management, and assessment, and follow with all remaining tasks in the same format.

Task 1 - Project administration, management, and assessment

Task 2 - _____

Task 3 - _____ etc.

Provide the following project budget information:

Project Cost by Task Elements

Proposed Project Budget and Time Frame		
Task elements:	Cost:	Months needed to complete:
1. Project administration, management, and assessment		
2.		
3.		
4.		
5.		
6.		
Total project cost and months needed to complete:		

Project Cost by Budget Object

Salaries: \$ _____

Benefits: \$ _____

Indirect costs: \$ _____ (May include up to 25% of employee salaries and benefits)

Contracts: \$ _____

Materials, goods, and
services (list major items): \$ _____

_____ \$ _____

_____ \$ _____

Equipment (list major items): \$ _____

_____ \$ _____

Travel: \$ _____

Other (please outline): \$ _____

_____ \$ _____

Total project cost: \$ _____

FY 2006 Water Quality Financial Assistance Application - Part 2

If you are requesting grant funding for an activity proposal, provide the following information about costs and matching funds: *(Note: this information must correspond to Application, Part 1, Question 10)*

Ineligible project costs (if any): \$_____

Total eligible project cost: +\$_____

Funds requested from Ecology (75 percent = 0.75 multiplied by the total eligible project cost): +\$_____

List other funding sources and amounts, including local matching funds
(25 percent = 0.25 multiplied by the total eligible project cost): +\$_____

Funding source: _____ +\$_____

Funding source: _____ +\$_____

Funding source: _____ +\$_____

Total project cost: =\$_____

Describe the status of matching funds:

12. Describe the project management team, members' relevant skills and experience, and the percentage of their time they will devote to the project.

Management team description:

Local initiatives you have taken or are taking that will help make your project a success.

13. Explain:

- The tasks you have completed and/or the status of the tasks needed to ensure that you are ready to proceed with the proposed project within six months of preparation of a financial assistance agreement, AND
- Include provisions and commitments to continue to maintain and monitor the project after state assistance has ended, at least through the Post Project Assessment Period and beyond, as needed. (See Application Instructions)

Local initiatives and future commitments:

FY 2006 Water Quality Financial Assistance Application - Part 2

State of Washington and Federal Mandates Addressed by the Proposed Project

14. Check and describe only ONE of the following that best fits the project proposal.

- ☐ The project proposal is for water reclamation facility design or construction.

Describe:

- ☐ The project proposal is a water conservation project (your activities or facilities project will decrease the amount of water withdrawn from the water supply).

Describe:

- ☐ The project proposal mainly involves remediation of an existing water quality problem.

Describe:

- ☐ The project proposal mainly involves prevention of a water quality problem.

Describe:

Local Priority Setting Process (See Application Instructions and *FY 2005 Funding Guidelines*:

APPENDIX B, Local Priority Setting Process, Pages 77-80,

APPENDIX C, Matrix of Required Signatures for Local Priority Setting Process, Pages 81-83, and

APPENDIX E, Map of Water Resource Inventory Areas, Page 87 (and note the deadline date below).

NOTE: *Statements of Agreed Priority must be received at Ecology Headquarters no later than **December 17, 2004.***

THIS CONCLUDES PART 2

FY 2006 Water Quality Financial Assistance Application - Part 3

For Standard Refinance Project Proposals Only

1. What was the overall water quality problem; how was the problem solved or addressed by the project; and is the project currently meeting its discharge permit requirement(s)?

Describe:

2. Was a "facilities plan," as defined on *FY 2006 Funding Guidelines*, Volume 1, Page 61 prepared by the applicant and approved by Ecology?

Yes ☐ No ☐

*If no, **STOP HERE**; your project is not eligible to compete for funding. Do not submit this application form.*

If yes, please provide the following dates: Facilities plan approval: _____
Approval of plans and specifications: _____

Attach a copy of the facility plan and the plans a specification approval letters from Ecology.

Also attach a copy of the Declaration of Construction of Water Pollution Control Facilities.

3. Was the project in compliance with National Environmental Policy Act (NEPA) or the SRF State Environmental Review Process (SERP)?

Yes ☐ No ☐ If yes, enter the date of SERP Approval: _____

*If no, **STOP HERE**; your project is not eligible to compete for funding. Do not submit this application form*

4. If the project was financed with a bond(s), if so, will the bonds be callable by November 1, 2004? Yes ☐ No ☐

If no, will the bond(s) be callable by July 1, 2006? Yes ☐ No ☐

If yes, enter the call date of the bond(s): _____

*If no, **STOP HERE**; your project is not eligible to compete for funding. Do not submit this application form*

5. Will the loan be used to advance refund the prior debt?

Yes ☐ No ☐

*If yes, **STOP HERE**; your project is not eligible to compete for funding. Do not submit this application form*

FY 2006 Water Quality Financial Assistance Application - Part 3

How was the project financed?

Check one or more boxes

- General obligation bond ☐
- Revenue bond ☐
- Bank ☐
- Public works trust fund ☐
- US Department of Agriculture/rule development ☐
- Inter-local fund transfer ☐
- Other (specify) _____ ☐

6. Provide the following financing information.

- Amount borrowed: \$ _____
- Interest rate: ____%
- Term in years: ____
- Loan principal left to be repaid: \$ _____ as of _____ (date)
- Date of final repayment: _____

7. Provide the following annual wastewater treatment costs and residential information.

1. Estimated annual operation, maintenance, and equipment replacement costs:

- Labor \$ _____
- Utilities \$ _____
- Materials and supplies \$ _____
- Outside services \$ _____
- Miscellaneous expenses \$ _____
- Equipment replacement (*e.g.*, pumps, vehicles) \$ _____
- Other (specify) \$ _____

2. Annual debt service on loan to be refinanced: \$ _____

3. Annual debt service on any other wastewater treatment plant loan(s): \$ _____

4. Non-residential share of total annual wastewater treatment plant costs: \$ _____

5. Number of residential households: _____

THIS CONCLUDES PART 3

FY 2006 Water Quality Financial Assistance Application Instructions

PART 1 INSTRUCTIONS (for all new and interim refinance projects):

All Application forms, the *FY 2006 Supplemental Funding Guidelines*, and the *FY 2005 Funding Guidelines* may be found electronically at:

<http://www.ecy.wa.gov/programs/wq/funding/2006>

- Question 1:** “Project Title” – In five words or less, identifies the intended purpose of the project.
- Question 2:** “Applicant Name” – This is the name of the public or not-for-profit entity proposing the project and, if funding is offered, with whom an agreement will be negotiated.
- Question 3:** “Federal Identification Number” – This is the federal tax identification number for the applicant.
- Question 4:** “Applicant Signatory” – This is the name of the authorized individual who can legally bind the applicant for performance.
- Question 5:** “Applicant Staff Contact” – This should be the person who can be contacted for information about any questions that may arise regarding the project.
- Question 6:** “What is the population in the project area?” – Generally, the population within the overall boundary of the project.

If you are unsure whether the project is located in a basin with salmonid stocks listed as threatened or endangered in accordance with the Endangered Species Act, information can be found at the following internet address:

<http://www.nwr.noaa.gov/1salmon/salmesa/mapswitc.htm>

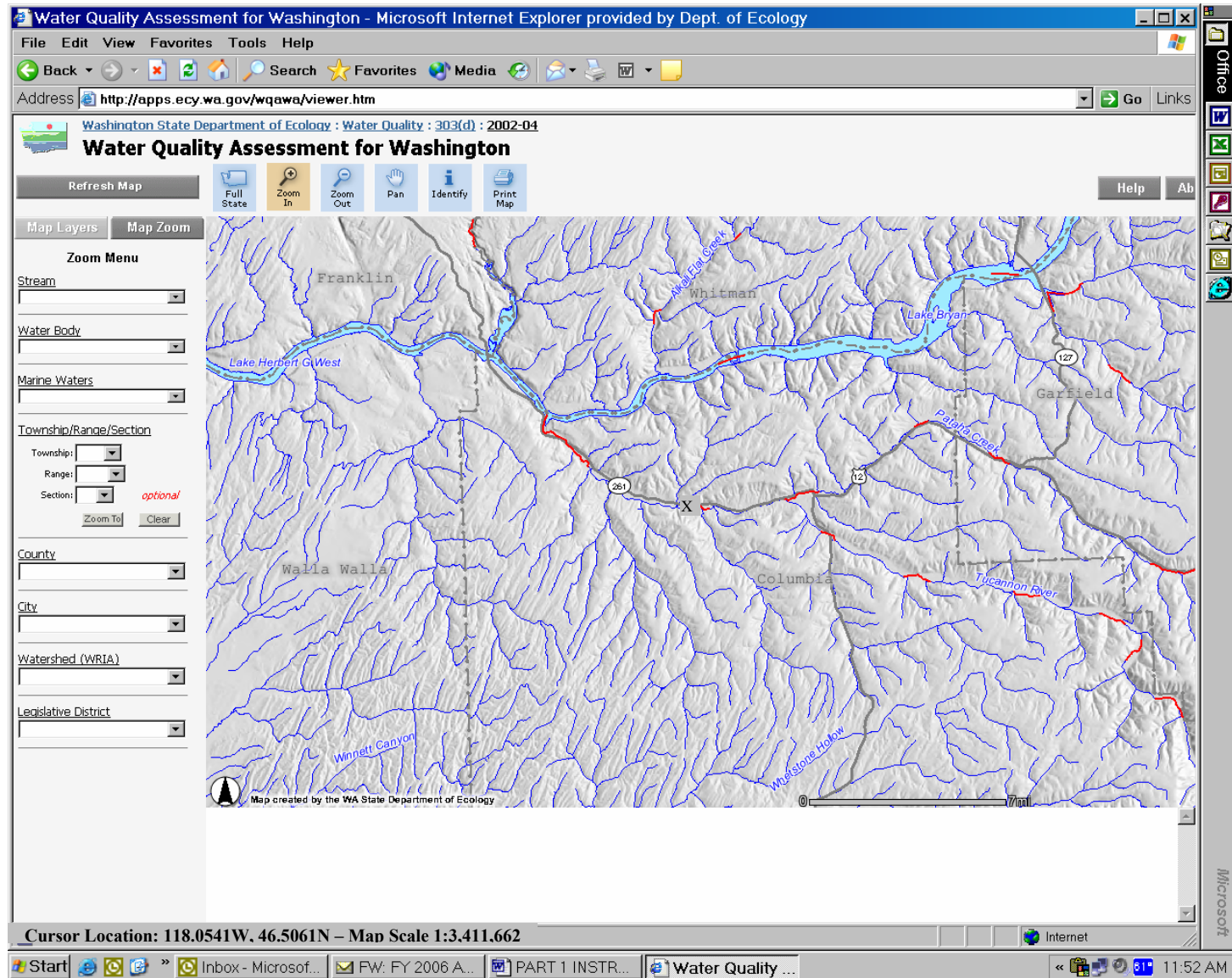
Note: All web sites provided have been checked for accuracy at the draft stage of this guidance, but Ecology cannot guarantee their continued maintenance. They are provided as a means of helping applicants obtain sources of information. We do not endorse any particular web site.

The longitude and latitude of your project may be obtained using the following internet addresses. These maps may also be useful for Part 2, Question 1 (Map of Proposed Project Area).

<http://apps.ecy.wa.gov/wgawa/viewer.htm>

Applicants can pinpoint the longitude and latitude (on the mapping locator above) with the crosshair position (see left lower corner of screen at the Web site shown above). An example of the screen shown follows:

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(Longitude/Latitude are shown in the lower left hand corner of the screen directly above the “Start” button).

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Maps and latitude/longitude may also be found at the web site:

<http://www.topozone.com>

After locating the project area on these maps, check Decimal Degrees. Target and click the specific location.

To convert from degrees, minutes, seconds to decimal degrees, applicants may find the following site or others like it useful:

<http://www.directionsmag.com/latlong.asp>

For projects where there is not a discrete location (*e.g.*, area-wide public education and communication project), or otherwise where the project is best described at a single location; use the central point within the project boundary (“polygon”) for the location.

Question 7:

“Anticipated start date” – Remember that you may start the project at any time; however, loan- or grant-eligible costs cannot be incurred until after a loan or grant agreement is signed by Ecology. The agreement cannot be signed by Ecology until the Final Offer List is issued and a formal loan or grant offer is made. You must begin the project within four months of signing the financial assistance agreement and no later than 16 months after the Final Offer List is issued.

An exception to the above is facility projects that are applying for interim refinancing as well as for funding to complete the project. In this case, the start date would be earlier than the issuance of the Final Offer List. Ecology will not reimburse costs incurred until after the applicant is offered funding and an agreement is signed by both parties. See the *FY 2005 Funding Guidelines*, Chapter 8 - Loans, “Interim Refinance” (Page 43) for additional information on interim refinancing.

The “initiation of operation date” (facilities construction projects only) is the actual date the facility starts operation and begins being used for its intended purpose. This date may occur prior to final inspection. Ecology will determine the initiation of operation date after consultation with the recipient. This date may be the same as the date of project completion, or it may be earlier. For loan projects, see *FY 2005 Funding Guidelines*, Chapter 8 - Loans, “Loan Terms and Interest Rates” (Page 44).

“Project length” – Provide a timely, yet realistic estimate here and in Part 2. Keep in mind that Ecology must use the funds for the highest-priority projects in a timely manner and that all projects are limited to one time extension for no more than one year. See *FY 2005 Funding Guidelines, Volume 1*, Chapter 7 - Project Management Considerations, “Extension Provisions and Project Completion” (Page 33).

Question 8a:

For all projects, check all boxes your project proposal addresses.

Question 8b:

For “Nonpoint water pollution control projects,” use *Washington’s Water Quality Management Plan to Control Nonpoint Source Pollution, Volume 1 - Water Quality Summaries for Watersheds in Washington State, August 2004 (Nonpoint Source Plan, Volume 1)*, to identify 303(d)-listed problem areas, affected designated uses, or water

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quality programs to be addressed or implemented. This document may be found electronically at the following address:

http://www.ecy.wa.gov/programs/wq/nonpoint/nps_plan.html#plan_voll

Note: If your approved plan or program is not listed in the *Nonpoint Source Plan, Volume 1*, or for further information, contact Bill Hashim at (360) 407-6551 or bhas461@ecy.wa.gov **before** you submit this application, check the box, and complete the information below. As you complete the check list, and particularly Part 2 of this application, you may wish to refer to the *FY 2005 Funding Guidelines*, APPENDIX M - Resources to Identify and Quantify Impaired Beneficial Uses (Pages 137-145).

Ecology will need to formally show the Environmental Protection Agency (EPA) its intent to add your project and program, as appropriate, to subsequent revisions of the *Nonpoint Source Plan, Volume 1* in order for your application to be considered for financial assistance.

- Question 8b(ii):** The following are examples *for identifying the “program(s)” or “plan”*
- the “**program(s)**” your project is a part of (e.g., “Sulphur Creek BMP Implementation by South Yakima CD” or “Kitsap County’s Boater Waste Control Program”) and/or
 - the “**plan**” whose recommendation(s) or action element(s) your project will implement (e.g., “Paradise Creek Watershed Plan by Palouse CD”, “US Forest Service Northwest Forest Plan,”), **any** plan developed under Chapter 90.82 RCW, *Watershed Planning*, **or**, if in the Puget Sound Basin, Chapter 400-12 WAC, *Local Planning and Management of Nonpoint Source Pollution*.
- Question 8c:** “Water pollution control facility projects” – Check only **one** of the six (6) boxes that represents the present proposal, but complete **all** prerequisite planning dates and include attachments noted. For projects addressing stormwater or domestic wastewater pollution sources, refer to the *FY 2005 Funding Guidelines*, Chapter 9 - Facilities Projects (Pages 47-58) for more information about eligibility and steps needed for facilities projects.
- Question 9:** “Refinance” – If your request is for both refinancing a partially-completed facility project and funding to complete the project, complete the Application - Part 1 and Part 2. If your request is to refinance a completed project, complete Part 1 and Part 3, and attach a copy of the Declaration of Construction of Water Pollution Control Facilities.
- Question 10:** “Funding request” – For water pollution control activity grants, the applicant must provide a local match of 25 percent of total eligible costs. If any part of the match is in the form of “in-kind” match (non-cash or non-interlocal), the ceiling amount is limited to \$250,000. The ceiling amount is \$500,000 if the match is all cash. Refer to the *FY 2005 Funding Guidelines*, Volume 1, Chapter 7 for more information on local matching requirements.
- Question 11:** “Project summary” – Please limit your description to 50 words or less when identifying the purpose and intent of the project.
- Question 12:** “Application certification” – Name, title, and signature of person identified in Question 4.

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PART 2 INSTRUCTIONS (for all new and interim refinance projects):

Please answer the questions in the expandable boxes provided below each question, or on separate sheets of paper, clearly referencing the question number.

Summary of Problem and Solution (Points Available: 0)

Question 1: “**Summary of problem and solution**” - Evaluators will not assign points to your answer, but they will use this answer as a frame of reference for comparison with subsequent answers to help ensure that you have adequately defined the problem and solution and to help understand the overall proposed project.

Although a 50-word summary was provided in Part 1, please provide a detailed project summary. **Keep your answer to a maximum of one page;** summarize the problem(s) as you see them. Designated use impairments and permit violations are a *result* of the problem and *not* the problem itself. Examples of problems might be: agricultural waste runoff, sediment carried by irrigation return flows, inadequately treated sewage or stormwater, infiltration and inflow to sewers, insufficient water supply to meet or sustain existing minimum instream flows, or agricultural or industrial water supplies. Some problems are really symptoms and may need further identification (for example, algae blooms caused by sources of pollution yet to be determined by the project).

Summarize the overall water quality problem addressed by your proposal. Identify the specific symptoms and the problem(s) you will be addressing, and briefly summarize your solutions. Make sure you clearly relate the solution directly to the problem, here and throughout the application.

Include a map of the project area, showing where you intend to conduct specific activities. Computer generated county, USGS maps of sufficient detail, etc., are acceptable. Legibly sketch the project area, specific activities planned, etc., on these maps. The web site <http://apps.ecy.wa.gov/wgawa/viewer.htm> and <http://www.topozone.com> may be useful to obtain the area map. Whereas Ecology does not endorse the use of any site or mapping system, the former website will allow applicants to pinpoint the longitude and latitude with the crosshair position (see left lower corner of your computer screen at the website). An example is provided above.

What are the specific public health and water quality threats or impairments caused by the problem? (Points Available: 340)

Question 2: “**Special public health hazard determination**” - Points are given for this question only in **rare** circumstances. The very limited criteria for “Public Health Emergencies” and “Severe Public Health Hazards” are found in the Glossary of the FY 2005 *Funding Guidelines*. The proposed project must correct or materially, directly address the problem. Project proposals that have peripheral effects will not receive priority consideration in this question area. Only if the problem is adequately explained and documented, and declarations have been issued within the past two years, will points be assigned.

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If the answer to Question 2 is yes, before submitting your application contact both the Ecology regional office in your area, and Dan Filip at Ecology's headquarters office in Lacey at (360) 407-6509 or dfil461@ecy.wa.gov.

If Ecology concurs with your preliminary determination, describe the problem beneath the appropriate check box (see below), and provide documentation of the condition from the local health jurisdiction or the Washington State Department of Health (DOH).

Documentation must be attached and referenced in the response, and it must include formal letters and/or advisories from the health department(s) issued within the past two years describing the still-current problem and making the declaration. Formal declarations of a "Severe Public Health Hazard" or a "Public Health Emergency" must follow criteria noted in the Glossary of the FY 2005 *Funding Guidelines*.

- **"Public Health Emergency" regarding this problem has been declared by the State Department of Health (Points Available: 340)**
- **"Severe Public Health Hazard" regarding this problem has been declared by the State Department of Health (Points Available: 170)**
- **"Severe Public Health Hazard" has been declared by the local health department (Points Available: 85)**

Regardless of the determination above, continue to answer all questions.

Effects of impairments or threat of impairment to water quality standards and designated uses. (Points Available: 180)

Specific description(s) must be provided for all impairments or imminent threats of impairments, and the project must directly address the impairment(s) or imminent threat(s) to receive points. Few proposal will receive all available points for impairments, so please make certain that impairments and threats described are documented and can be verified.

*Note: An "imminent threat of impairment" will generally be considered **only** when data show a clear trend toward noncompliance. Applicants need to make it clear to evaluators that the impairments are **imminent** and are tied directly to the problem you are addressing, and **not** due to long-term background levels nor independent of the problem you are addressing.*

A useful source of information may be the water quality standards:

http://www.ecy.wa.gov/programs/wq/nonpoint/nps_plan.html#plan_vol1

Question 3 - 6: **Drinking water, aquatic habitat, shellfish harvesting areas, and other designated uses** (Points Available: 180) - Explain which water quality standard(s) and designated use(s) are impaired by the problem.

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As you address these questions, note:

- Answer a maximum of your “strongest” three (3) of the four (4) question areas (Questions 3 through 6). Do not answer all four questions.
- Points are assigned in generally descending order.
- Priority areas are additive to a maximum of 60 points (with total points available for Questions 3 through 6 being 180).
- Evaluators will be asked to use subset points shown, and may use other means to score these questions as well.
- Only substantiated answers will be acceptable.

Within each band of points, evaluators will use the following evaluation considerations within specific designated use(s) and water quality impairments to assign 0 to 60 priority points for each impairment (based on the description provided):

- Seriousness of the impairment(s) to water quality standards and designated uses
- Immediacy of the need to correct or prevent the impairment(s)
- Size of the area involved and any unique characteristics of the water body
- Local populace or species being affected
- Distance between the problem and the impaired areas
- Other project-specific considerations supported by the applicant

Question 3: Drinking water quality standards impairments or imminent threats of impairment

- According to the state or the local health department(s) there are “significant exceedences” with drinking water quality standards. **(Points Available: 60)**
- Recurrent or continued health advisories have been issued by the state or the local health department(s). **(Points Available: 50)**
- There is a documented trend toward advisory status or noncompliance. **(Points Available: 30)**

Question 4: Aquatic habitat impairments or imminent threat of impairments

- Affects habitat of endangered or threatened salmonid stocks or other aquatic species. **(Points Available: 40)**
- Addresses limiting factor(s) identified in a Limiting Factors Analysis approved by the Conservation Commission. **(Points Available: 20)**
- Addresses solutions identified in the *Statewide Strategy to Recover Salmon*. **(Points Available: 15)**
- Impairs habitat of other aquatic species. **(Points Available: 10)**

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Question 5: **Impairments or imminent threat of impairments of public recreational and commercial shellfish harvesting areas**

- The classification of a shellfish harvesting area within the proposed project area has been downgraded. **(Points Available: 50)**
- The area's classification is conditionally approved, restricted, or prohibited. **(Points Available: 40)**
- The Department of Health (DOH) did not classify the area, because preliminary data indicated the classification would be prohibited. **(Points Available: 30)**
- A shellfish harvesting area within the proposed project area has been placed on the DOH Early Warning System Threatened List. **(Points Available: 20)**

Question 6: **Other designated use impairments or threats of impairments to water quality standards and designated uses**

Designated recreation designated use(s) are impaired or imminently threatened for:

- Swimming or water skiing **(Points Available: 15)**
- Sport fishing **(Points Available: 15)**
- Fish migration – water quality only **(Points Available: 15)**
- Boating **(Points Available: 10)**
- Aesthetic enjoyment **(Points Available: 5)**
- An existing, functioning livestock water source **(Points Available: 5)**
- Irrigation water **(Points Available: 5)**

Additional Resources: For more information to verify the status of the area, please see *FY 2005 Funding Guidelines*, Appendix M.

Question 7 A. & B.: **Total Maximum Daily Load (TMDL) development or implementation or Clean Water Act, Category 4b (Cat. 4b.) Pollution Control Plan projects**

(Points Available: 160) *Note:* Points increase the further you are in the process.

To receive points for Question 7, applicants must check the box that best describes where the applicant is in the process. Only applicants that demonstrate substantial independent capability and practical experience in the description will receive high priority points in Question 7.

Where does your project proposal fit in the TMDL or Clean Water Act, Category 4b Pollution Control Plan process? Check **ONLY** the box that best represents where you are in the process, and describe your efforts below the checked area, in accordance with the evaluation considerations (below).

Evaluators will likely receive substantial information from the respective TMDL lead, so you should check with your lead as you complete your application, as needed. Note that evaluators will use the following evaluation considerations as they assign points to your proposal:

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Evaluation Considerations:

- Level of effort proposed by the applicant to address development, strategies, or activities,
- Number of activities to be effectively addressed,
- Relative importance (as described by applicant) of the activities to the overall TMDL or 4b Plan,
- Direct linkage to the TMDL or 4b Plan being developed,
- Described level of coordination with Ecology and other needed local, tribal, state and federal agencies, and
- Other project-specific considerations.

A. TMDL Projects

- The proposed project will substantially assist initial TMDL development. (Points Available: 65)
- The proposed project will implement early action activities or recommendations that will be identified in a TMDL that has not yet been approved. (Points Available: 95)
- The proposed project implements early action activities or recommendations outlined in an approved TMDL for which a Detailed Implementation Plan has not been developed. (Points Available: 125)
- The proposed project will provide site specific source identification monitoring for an approved TMDL or will implement actions or activities identified in a completed TMDL Detailed Implementation Plan. **(Points Available: 160)**

B. Clean Water Act, Category 4b Pollution Control Plan projects

- The proposed project will substantially assist initial development or source identification monitoring for a Pollution Control Plan that will ultimately meet the criteria for Category 4b in the state Water Quality Assessment. (Points Available: 65)
- The proposed project implements pollution source control actions identified in a Pollution Control Plan that meets the criteria for Category 4b in the state Water Quality Assessment. (Points Available: 95)

Note: As the evaluation of the TMDL/Cat. 4b. answer is completed, evaluators will be asked to use the evaluation considerations noted above AND may use the dates you provide to clarify your progress on the plan.

Resources Available: For further information about location and status of TMDLs, contact your nearest Ecology Regional Office at: <http://www.ecy.wa.gov/programs/wq/tmdl/contacts.html> or Ron McBride at (360) 407-6469, rmcb461@ecy.wa.gov.

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How does your proposed project address the water quality problem and what are your measures of success? (Points Available: 340)

Questions 8 to 10: **Water quality goals, milestones, and outcomes** you will achieve or address. The definitions of goals, outcomes, and milestones to be used as you complete your application are printed in ***bold italics***. (Points available: 100)

Points are cumulative; you will receive the sum of the scores from Questions 9 and 10.

Note: Water quality goals, water quality project milestones and water quality project outcomes will become part of your financial assistance agreement.

Question 8: ***“Water quality goal(s)” are major long-term environmental improvements.*** Check one or more of the goals listed. (Points Available: 0)

Note: The goal may not be achieved or achievable with your project alone. However, all subsequent water quality outcomes, milestones, and tasks must be directed toward the water quality goal(s).

Zero points are to be assigned, as applicants are merely asked to check one or more of three boxes, complete one or more, as appropriate, of the sentences adjacent to the boxes, and include water bodies affected. However, applicants must complete Question 8 in order to receive a full complement of assigned points in Questions 9 and 10, in accordance with answers provided.

Complete the sentences in the Application. Examples of each of the three acceptable goals, respectively, are:

- A. Untreated surfacing septic tank effluent from 150 homes throughout the city of Danville will be eliminated, when the wastewater treatment plant is constructed.
- B. All designated uses of the Jefferson River will ultimately be restored, **or** all “imminently threatened” designated uses of the Jefferson River will be protected, so segment(s) of the river will not be listed on the 303(d) List.
- C. Discharge standards required by Ecology Permit WA000734 for the Howardson River will be achieved.

Question 9: **Water quality outcomes** are assigned by evaluators; based on your description of the qualitative and quantitative impacts your project proposal will have toward meeting water quality goals noted in Question 8. (Points Available: 50)

“Outcomes” are environmental changes that you can expect and desire from your successful project.

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Points will be assigned by evaluators based on your description of the following evaluation considerations:

1. The specific importance of project outcomes toward meeting the water quality goal(s),
2. Clear quantitative **and** qualitative outcome(s) described,
3. The extent to which the project milestones will achieve the water quality goal(s),
4. The status of other projects undertaken or needed to meet the water quality goal(s),
5. Local commitment to implement and track outcomes during and after the project, and
6. Other project-specific considerations.

See the examples of general text below. These are conceptual examples of qualitative **and** quantitative water quality project outcomes and local commitment to track outcomes. Outcomes may include, but are not limited to, results from before and after water quality testing and results from surveys, compliance reports, and other quantitative measures of environmental changes toward the water quality goals, as in the following examples. Sample text of **outcomes** to be achieved by the proposed project:

- Reduction of sediment from 43 to 14 tons/day (where the water quality goal is to reduce sediment to four tons/day to meet water quality standards).
- Establishment and maintenance of a properly functioning riparian corridor by planting and maintaining at least 15,000 trees with a 90 percent, eight-year survival rate to provide shade to the stream and exclude all cattle from the corridor for a period of at least 20 years along 12 miles of stream.
- Meeting water quality standards along a 10-mile targeted segment (where the water quality goal is to restore designated uses along the 50-mile stream).
- Substantial, demonstrated and documented behavior or attitude changes, e.g., 90 percent of agricultural operations have comprehensive approved farm plans and at least 75 percent are implementing best management practices, or 80 percent of residents with failed on-site septic systems will comply with compliance directives/permit requirements within three years.
- Addition of unit processes at the wastewater treatment plant to achieve greater reliability where processes have failed 18 times in the past year causing violations of discharge standards, or addition of pump stations to avoid failures where pumps have failed nine times in the past year causing violations of discharge standards.
- Dissolved oxygen concentrations in the receiving waters upstream and downstream of discharge will be increased by 3 mg/l (or 60 percent by the proposed improvements).

Sample text of **local commitment to meet goal(s) and post project assessment** needs:

The (applicant) agrees to monitor project effectiveness for at least five years, based on the Performance Assessment Plan to be developed during the project, for the period after state assistance expires. As community leaders are financially committed, they will be directly involved in the development of the Performance Assessment Plan.

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Question 10: Identify and describe the **project milestones** that will measurably lead to achieving the water quality outcomes and goals. **(Points Available: 50)**

“Milestones” are significant accomplishments within your project that bring you closer to meeting water quality project outcomes and water quality goals. Milestones will be used as indicators to assess progress towards achieving water quality outcomes and goals.

Points will be assigned by evaluators based on your description of the following considerations:

- The specific importance of project milestones anticipated toward meeting the water quality outcomes and goal(s),
- Clear quantitative, qualitative, **and** time-bounded milestones described,
- The level to which the project milestones will achieve the water quality outcomes and goal(s),
- Local commitment to achieve milestones listed, and
- Other project-specific considerations.

Milestones are also considered “deliverables” or “required performances” to be incorporated into your financial assistance agreement. They are needed for Ecology to make financial assistance payments to recipients.

In the practical example below, we assume that the applicant is able to negotiate its financial assistance agreement for FY 2006 funding with Ecology by September 30, 2005. A logical chronology follows. Where the outcome from the above example list is:

“Establishment and maintenance of a properly functioning riparian corridor by planting and maintaining at least 15,000 trees with a 90 percent, eight-year survival rate to provide shade to the stream and exclude all cattle from the corridor for a period of at least 20 years along 12 miles of stream.”

Examples of milestones could logically be:

1. Convene at least five meetings of the Watershed Action Committee and develop an action plan for riparian restoration by May 31, 2006.
2. (Required) Develop and submit a Post Project Assessment Plan by June 30, 2006.
3. Gather and train a stream team to plant the trees by July 31, 2006.
4. Acquire at least 8,000 trees by August 31, 2006.
5. Prepare three-mile planting area by September 30, 2006.
6. Plant, fertilize, and apply deer repellent to 7,500 trees by October 31, 2006.
7. Inspect all plantings and replant up to 500 trees by January 31, 2006.
8. Install an irrigation system for all upslope trees by May 15, 2006.
9. Steps 2-7 by May 15, 2008 for the other 7,500 trees along the other three miles.
10. Maintain (weed control, etc.) at least monthly through 2009.
11. Complete final report by June 30, 2009, (assuming a 33 month assistance agreement).
12. Maintain trees throughout development through 2013.
13. Help Ecology with project assessment in 2013.

(End of example to Question 10)

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Project Scope of Work, Budget, and Management Team (Points Available: 240)

Question 11: **Project scope of work and budget (Points Available: 200)** Assigned based on your outline and explanation of the tasks, activities, and milestones (milestones are referred in the financial assistance agreement as “required performance”) needed to address the water quality problem(s) in a timely manner. **In the format provided for Task 1 (shown below),** describe tasks, activities, and required performance. Applicants are to explain how they will address the water quality problem(s) and impairments (or threats) in a timely manner, including a description of any new or unique approach proposed using the format shown and include:

Task 1- Project Administration, Management, and Assessment:

Activities

- A. The RECIPIENT will administer and manage the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement and interlocal agreement requirements; attainment of all required permits, licenses, easements, or property rights necessary for the project; conducting, coordinating, and scheduling of all project activities; quality control; and submittal of required performance items.
- B. The RECIPIENT will ensure that every effort is made to maintain effective communication with the RECIPIENT's designees, the DEPARTMENT, all affected local, state, or federal jurisdictions, and/or any interested individuals or groups. The RECIPIENT will carry out this project in accordance with completion dates outlined in this Agreement.
- C. The RECIPIENT shall submit all invoice requests and supportive documentation, to the Financial Manager of the DEPARTMENT.
- D. **(New)** The RECIPIENT shall submit as a portion of the quality assurance and project plan, on its own, or in the final report for DEPARTMENT approval a “Post Project Assessment Plan” that explains how the RECIPIENT will assist the DEPARTMENT 3 to 5 years after the expiration of the AGREEMENT, as it assesses project effectiveness.

Required Performance:

- 1. Effective administration and management of this grant project.
- 2. Maintenance of all project records.
- 3. Submittal of all required performance items, (including the Post Project Assessment Plan), progress reports, financial vouchers, and maintenance of all project records.

Total Task Cost (In addition to total project cost): \$ _____

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For each task, include information you have gathered (as needed) to ensure that the project is not a duplication of efforts already undertaken, and that you are using the best available science and engineering technology including proven scientific methods or practicable new or innovative technologies in your approach.³

Discuss the time frame for completion of the project and contingencies to ensure completion of the project in a timely manner.

Points will be assigned by evaluators based on the following Evaluation Criteria:

- Suitability and scope of tasks as described;
- Clarity of purpose;
- Completeness in addressing **and** assessing the water quality goals, outcomes, and milestones;
- Scope of the project described; and
- Other project-specific considerations.

Proposed Budget

The project budget information is to be completed both by Project Task (and Task Costs) and Costs by Budget Object. Task 1 as shown in the application for “Project Administration and Management” must be included, and all other tasks should follow the same format.

Tasks or elements for activities might also include, for example:

- Preparation of a Quality Assurance Project Plan
- Water quality monitoring
- Public involvement and education
- Implementation of strategies developed
- Effectiveness monitoring
- Information dissemination and reporting, etc.

Tasks or elements for facilities might also include, for example:

- Facilities planning
- Design of facilities
- Construction
- Construction management
- Preparation of Operation & Maintenance (O&M) Manual, etc.

As you complete your budget worksheet, please remember, these financial assistance programs fund water quality projects (including staff time to complete the project), not staff positions. Note that the cost-effectiveness of tasks or elements may be considered by evaluators (*e.g.*, avoid staff-heavy implementation proposals). List all equipment to be purchased and explain other line items noted.

³ If you propose to use DNA ribotyping, see FY 2005 *Funding Program Guidelines*, Chapter 5, Page 25, for acceptability.

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At the end of the question area you are asked to describe the status of matching funds. For example: “*Funds have been appropriated by the County Board of Commissioners pending receipt of the grant offer.*” For 100 percent loans just note: “*matching is not an issue.*”

Points will be assigned by evaluators based on the:

- Direction of tasks toward addressing the specified problem and impairments [including aforementioned milestones, outcomes, and goal(s)];
- Reasonableness of cost and time allocations to complete tasks (e.g., staff vs. implementation activities);
- Appropriate equipment and other needs;
- Clear status and level of commitment of match provided; and
- Other project-specific considerations.
- The status of matching funds (as needed)

Question 12: Project management team (Points Available: 40)

Describe the:

- Proposed project management team and identify the specific people,
- The team’s specific role and individual team member’s roles in the project,
- An appropriate proposed percentage of time that each person will devote to the project.
- Briefly outline their individual experience on projects such as the one proposed.

Do not submit resumes.

Ecology’s past experience with the applicant regarding the ability of the project team to complete the proposed project (including preparation of progress reports, completion of these projects in a timely manner, and submittal of Environmental Information Management System data) may be used in the assignment of points.

If you have not yet selected the project management team:

- Describe the specific criteria to be used to select the project management team,
- Identify any other agencies involved in the project, and
- Describe the nature of their contribution and level of commitment to the project.

Local initiatives you have taken or are taking that will help make your project a success (Points Available: 120)

Question 13: Points for local initiatives, including past, present and future efforts will be assigned by evaluators based on: (Points Available: 120)

- Other water quality improvement projects undertaken by you or within the project area;
- Comprehensive plans completed, or updated in the last five years, that address or relate directly to the need for the project;
- Preliminary local planning for the project;
- Quality Assurance Project Plans (submitted or approved);
- Necessary land having been acquired;

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- Environmental permits received, State Environmental Policy Act (SEPA) compliance, status of needed permits, etc.;
- Other measures of the readiness of the project to proceed; and
- Long-term commitment to maintain and report on the performance measures during the project and after completion.

Examples of comprehensive plans include: statewide plans, such as *Washington's Water Quality Management Plan to Control Nonpoint Source Pollution*, *Statewide Strategy to Recover Salmon*, etc., and regional plans such as the *Interior Columbia Basin Ecosystem Management Plan*, and the *Puget Sound Water Quality Management Plan*, etc.

All applicants must demonstrate proposal consistency with any applicable regional comprehensive plans. For example, applicants in the Puget Sound or Columbia River basins must demonstrate consistency with the Puget Sound Water Quality Management Plan, or the Columbia Basin Ecosystem Management Plan, respectively.

Applicants in the Puget Sound basin should align their project outcomes with the priorities and performance measures in the Puget Sound Work Plan, where possible. The proposal should be aimed toward implementation of the Puget Sound Water Quality Management Plan. The 2005-2007 work plan focuses on seven priorities, each of which has a set of measurable "performance objectives" or expected results. These performance objectives are consistent with those tracked by Department of Ecology and other partner agencies. The 2005-2007 priorities for Puget Sound can be found at:

http://www.psat.wa.gov/Publications/priorities_05/Priorities_05_review.htm

Local watershed management plans, such as *TMDLs*, *Chapter 400-12 WAC plans*, *Watershed Planning Act plans* (Chapter 90.82 RCW), or similar planning efforts may be referenced. Sewer system and stormwater comprehensive plans, etc. can also be referenced. Please provide **ONLY the cover and page(s)** with the specific references, as appropriate.

Because there is a clear need to better track water quality goals, outcomes, and milestones that applicants predict and to better ensure a successful investment, discuss how the performance measures you have chosen will continue to be used throughout the project and after project close-out to provide seamless monitoring. Also, discuss your specific commitment to maintain the project after state assistance has ended.

State of Washington and Federal Mandates That the Proposed Project Addresses (Points Available: 100)

Question 14: Check and describe the *one* question area below that best fits the project proposal. We recognize that projects may have several components, but to evaluate every proposal fairly, we ask that you describe your *best fit* only. **(Points Available: 100)**

Points will be assigned by evaluators based on your description. Points are *not* cumulative.

FY 2006 Water Quality Financial Assistance Application Instructions

The project proposal is for water reclamation facility design or construction.

If the proposed project involves design or construction of water reclamation facilities to provide reclaimed water for designated uses, explain the:

- Water reclamation needs to be addressed (*e.g.*, technologies to provide reclaimed water in order to replace or supplement existing surface and ground water supplies and to assist in meeting the future water requirements, such as, domestic non-potable applications; agricultural, industrial, recreational needs; fish and wildlife habitat creation, preservation, and enhancement; and to preserve potable water for domestic uses).
- Short- and long-term impacts of the facility.
- Markets or marketability of the water, etc.

or

The project proposal is for a water conservation project.

Note specifically how the project proposed will decrease the amount of water withdrawn from the water supply. Examples include, but are not limited to:

- Conversion from ridge and furrow to drip irrigation,
- Distribution flow reduction devices and public education regarding flow reduction,
- As part of larger water pollution control facilities or other water quality facilities, landscaping around facilities, etc.

or

The project proposal primarily involves remediation of an existing water quality problem.

Provide specific details on how the proposed project primarily addresses, as the remediation of an *existing* problem:

- An administrative order,
- Specific discharge permit requirement,
- TMDLs (approved, initiated or scheduled) Include required compliance schedules, TMDL implementation plans, etc.
- Activities and facilities, which may include, but not be limited to:
 - Riparian restoration (*e.g.*, fencing, planting, etc),
 - Installation of woody debris,
 - Public education and communication,
 - Wastewater facilities planning, design, and construction, etc.

or

FY 2006 Water Quality Financial Assistance Application Instructions

The proposed project primarily involves prevention of a water quality problem.

Provide specific details on how the proposed project is primarily preventative of a problem *rather* than remediation of an existing problem. To prevent, *not* correct, violations of water quality standards, for example:

- Public education and communication about preventing nonpoint pollution,
- Riparian work (e.g., fencing, planting, etc), or
- Construction of wastewater treatment facilities in advance of effluent or water quality standard violation.

Local Priority-Setting Process (Points Available: 100)

Statements of agreed priority, as described in Appendix B of the *FY 2005 Funding Guidelines*, are to be submitted to Dan Filip at Ecology headquarters in Lacey according to the local priority setting process. (Statement - letters must be received no later than December 17, 2004). (See *FY 2005 Funding Guidelines*):

APPENDIX B, Local Priority Setting Process, Pages 77-80,
APPENDIX C, Matrix of Required Signatures for Local Priority Setting Process, Pages 81-83, and
APPENDIX E, Map of Water Resource Inventory Areas, Page 87, and note the deadline date above.

PART 3 INSTRUCTIONS (for standard refinance projects only):

Use as much space as you need to provide the requested explanation or documentation. Space provided is expandable on the electronic version of the application, or you may attach additional sheets as needed.

- Question 1:** Although a 50-word summary was provided in Part 1, please provide a detailed project summary. Be clear and concise as you summarize the problem. Designated use impairments are a result of the problem and not the problem itself.
- Problems might include inadequately-treated sewage, infiltration and inflow to sewers, etc.
- Question 2:** Attach a copy of the approval letter for the facilities plan. Refinance projects must meet facility plan prerequisites to be eligible to compete for funding.
- Question 3:** Attach a copy of the NEPA or SERP approval letter. Refinance projects must meet NEPA or SERP prerequisites to compete for funding.
- Question 4:** Your refinance project must meet bond prerequisites to compete for funding.
- Question 5:** Your refinance project must meet prior debt prerequisites to compete for funding.
- Question 6:** Self explanatory
- Question 7:** Enter the date associated with the loan principal left to be repaid. Do not include interest.
- Question 8:** Do not include depreciation on equipment or buildings.